

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position: Staff Services Manager I (Supervisory)

Position #: 051-221-4800-052

Salary Range: \$5079-\$6127

Issue Date: October 17, 2008

Contact: Julie Soto
(916) 375-6066

Location: Personnel Payroll Services Division, 21st Century Project, 710 Riverpoint Ct., Suite 150 West Sacramento, CA 95605

Final Filing Date: Statewide
October 31, 2008

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Personnel Payroll Services Division
21st Century Project
ATTN: Julie Soto
710 Riverpoint Ct. Suite 150
West Sacramento, CA 95605

Scope of the Position:

Under the direction of a Staff Services Manager III, the incumbent is responsible for supervising a small analytical group (Staff Services Analysts and/or Associate Governmental Program Analysts) performing tasks associated with the design, development, implementation and maintenance of an automated Human Resource Management/Payroll system. Specific duties include, but are not limited to the following.

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Define business function requirements for the automated system being developed or enhanced. Work with data processing staff to ensure business function requirements are accurately translated during program/system development. Conduct acceptance testing of the systems and system changes to ensure business function requirements and needs are met, and a smooth implementation of the system or system changes is achieved. Recommend and develop statewide processes that compliment the systems being developed or enhanced. Coordinate and oversee the implementation of new or enhanced systems and/or processes. Maintain and monitor implemented systems to ensure they operate accurately and in line with changes to laws, rules and policies, and that they continue to meet customer needs. Negotiate for changes to or for new rules and policies as necessary, to accommodate the business functions and processes supported by the systems.
- Recruit and train new staff. Make work assignments, monitor employee performance and make suggestions for improvement. Prepare probation reports, annual evaluations and self-appraisal reports. Provide progressive discipline; approve and or deny the use of leave credits; evaluate training needs and approve employees for necessary training.
- Meet regularly with the Bureau Chief and Division Chief to provide status reports and to provide input on, or recommendations for, project plans, direction, staffing, priorities and sensitive policy and legal issues. Attend meetings and briefings with SCO management, State officials and other state department/agency management.
- Desirable Qualifications:
 - Experience in or knowledge of the state's human resources functions (e.g. personnel, payroll, position management, benefits, timekeeping, etc.)
 - Experience in or knowledge of systems development and implementation
 - Excellent communication skills, organization skills with attention to detail, strong supervisory abilities